



Prior to submitting a formal application, you may wish to contact the Planning & Development Services Department for a preliminary consultation.

A Severance is:

- a) The subdivision of one lot, block or portion thereof into two “sites” having contiguous frontage on a street.
- b) The subdivision of a lot or block and the consolidation of the portion severed with an immediate adjacent site having contiguous frontage on a street.

A Severance shall not:

- a) Alter the direction of frontage of any existing property.
- b) Change the limit of any street or lane or affect in any way public utility or utility rights-of-way.
- c) Establish any condition contrary to any other bylaw or regulations of the City of Regina.

Application Requirements

The following is required:

1. A completed application form with all questions answered and signed by the applicant and the owner (if different).

Accuracy of information provided on the application form is critical to a legal and binding decision. Be as accurate as possible.

2. Cheque – Application Fee

Credit card – Application Fee

A cheque payable to the City of Regina, reflecting the current application fee. Alternatively, the applicant may arrange to call in a credit card number to City Planning Branch Administration staff (306-777-7551). Development Application Fees can be found on Regina.ca.

Application fees are required to be paid in full at the time of application

3. Property titles for all lands included in the proposal.

New lots will be parcel-tied if existing accessory structures are remaining on the lot.

4. A plan of the proposed severance prepared by a Saskatchewan Land Surveyor. The following information must be included on the plan of proposed severance:
 - a) The location, dimension and boundaries of the land to be subdivided and each of new lot created.
 - b) The location of existing buildings on the land to be subdivided.
5. Such other features, particulars or data as may be required by regulations herein or by the Development Officer. Proof of consent from all Crown Utilities.

Your application will be deemed incomplete and sent back to you in the event that any of the above required elements are missing from your submission.

Process

Severances are circulated to affected civic departments for comment. If the severance is acceptable, the City Clerk executes the certificate of approval on behalf of the City. In the event of non-compliance with the applicable regulations, the application must be forwarded to City Council who shall refuse approval.

Building Code Compliance

Severance applications for sites that contain buildings must include revised spatial calculations for the proposed new property line. Spatial calculations must be sealed by a design professional licensed in Saskatchewan if the building falls under Part 3 of the NBC.

If there is a building on a property that is undergoing a property line alteration, 15(6) of the Building Regulations state that a change to the property boundaries of a building lot puts a building or part of a building in contravention of the National Building Code of Canada (NBC), the owner shall immediately alter the building or part of the building to bring it into compliance with the NBC.

If the revised spatial calculations require alterations to an on-site building, a complete building permit application must be submitted prior to the severance application being approved.

Refund Policy

Should you wish to withdraw your application after submission, the following refund policy will apply:

- 75 per cent of the fee will be refunded if withdrawn before circulation
- 0 per cent of the fee will be refunded if withdrawn after circulation

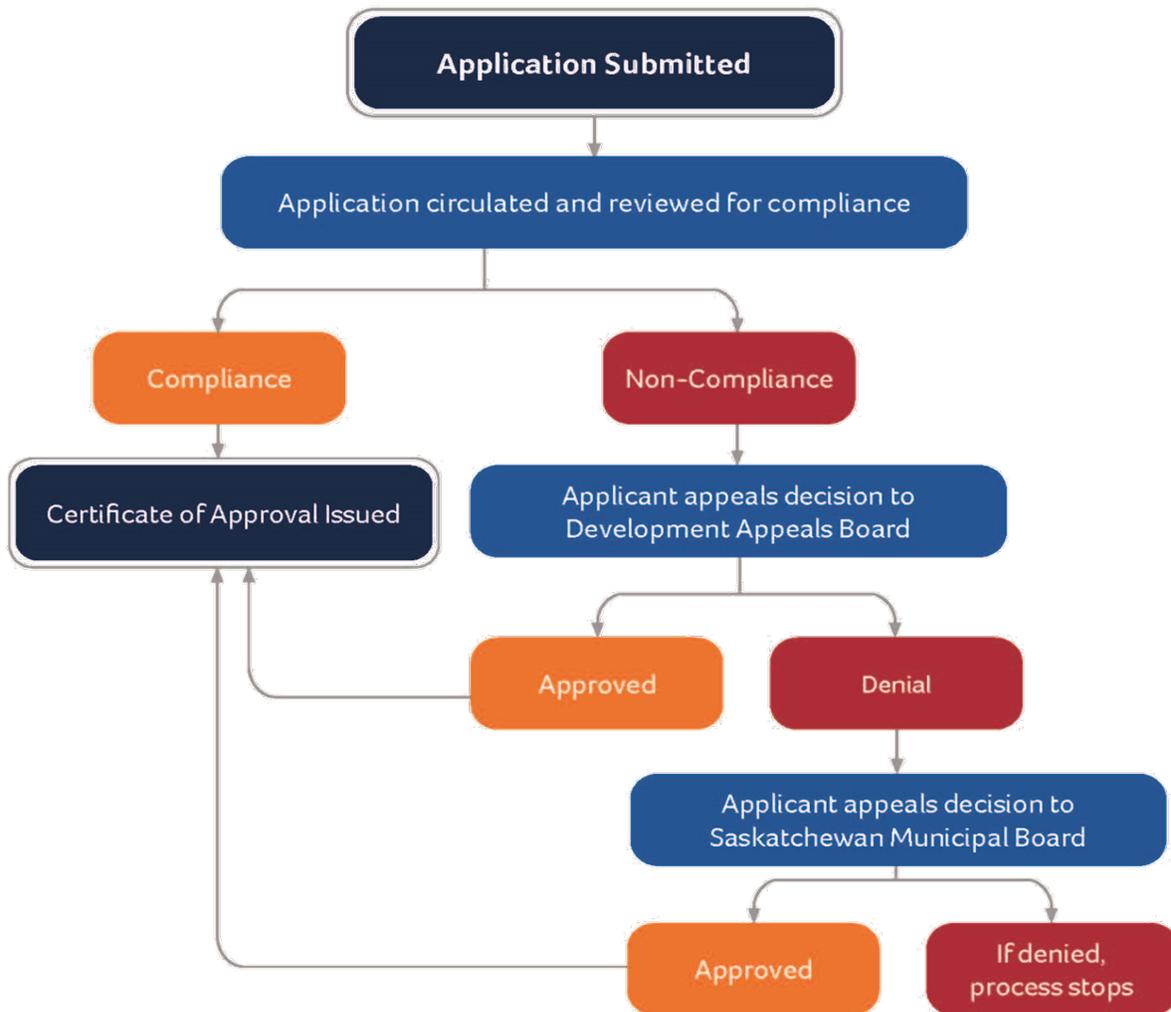
Submission

Submit the completed application form, the required application fees, plans and supporting documents by:

Email: proposeddevelopment@regina.ca

OR Mail:
City of Regina
9th Floor, City Hall
P.O. Box 1790
Regina, Saskatchewan, S4P 3C8

Severance Application Process





Severance Application

Applicant

Registered Owner Representative of Owner Option to Buy

Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: () _____ Email: _____

Present Owner (if different from Applicant)

Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: () _____ Email: _____

Subject Property

Address: _____

Lot (s): _____ Block: _____ Plan No: _____

¼: _____ Sec: _____ TP: _____ Rg: _____ W 2nd Meridian _____

Zoning of Property

Present: _____



Present Use of Building and Property (be specific)

Proposed Use of Building and Property (be specific)

Please ensure you have attached

- Application Fee
 Property Titles
 Required plans
 Consent from Crown Utilities

I further agree to indemnify the City against all losses, costs, charges or damages caused or arising from any action undertaken pursuant to any approval issued under this application.

I understand that the development application review process is a public process and that this application form, including the information and materials submitted with it, is a public document that will be publicly available for inspection during the review process. I consent to the reproduction in whole or in part, of any document submitted as part of a complete application for internal use, inclusion in Administration reports or distribution to the public either online or through other means for the purpose of application review.

Applicant	Owner(s) (if different than Applicant)
_____	_____
Applicant Full Name (Print)	Owner(s) Full Name (Print)
_____	_____
Applicant Signature	Owner(s) Signature
_____	_____
Date Signed	Date Signed